

We are a community run Pre-school based in Belton- in- Rutland. Rated Good by Ofsted, we offer care and learning to children aged 2-4 years old.

We require an experienced Early Years Practitioner to join our Pre-school as our Deputy Manager. We are looking for an enthusiastic, caring individual who is passionate about working with young children and who wants to continue their professional development in Early Years. Minimum Level 3 or above in childcare is required. An ability to motivate and lead staff, observing, assessing and reflecting on the children next steps is essential. A good working knowledge of the EYFS and an understanding of OFSTED best working practices, including safeguarding, are essential. A good standard of written English is required to fulfil the record-keeping duties which accompany the role. Subject to Enhanced DBS/refs.

Job Type: Term time only

Minimum 30 hours working flexibly across the week.

If this is you and you would like to arrange a visit/pick up an application pack, please contact Kathryn Pullan on 01572 718744 or email beltonpreschool@btconnect.com

Find out more about us at **www.beltonpreschool.com**

Closing date: Wednesday 6th November 2019

Interviews to take place at the end of the week beginning 4th November 2019

Start date: Immediately

Belton Pre-school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Please be aware that Belton Pre-school will implement a rigorous and robust recruitment process and has proactive safeguarding procedures in place. An enhanced DBS check will be required for this post.

Belton Pre-school, 21 Church Street, Belton In Rutland LE15 9JU

**Pre-school Deputy Manager Job Description**

Job title: Pre-school Deputy Manager Responsible to: Pre-school Manager

Pre-school Deputy Manager Responsible for: Other staff/assistants Purpose of the job:

To work as a key person and as part of the pre-school team under the direction of the pre-school Manager to provide safe, high quality education and care for young children.

To maintain a stimulating and holistic learning environment.

Main duties

1. To lead the staff team in observing, assessing and reflecting on children’s next steps.

2. To assist in creating a warm, welcoming, inclusive environment for all children and their families.

3. To provide a high quality of teaching, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.

4. To act as a key person to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.

5. To implement systems of observation and record-keeping so that children’s attainment and progress are regularly assessed; to help monitor the effectiveness of assessment procedures.

6. To assist in the responsibility of drawing up the long term, medium term and sessional curriculum plans, which ensure that each child is working towards early learning outcomes; to help monitor the effectiveness of the pre-school curriculum.

7. To advise the pre-school Manager of any concerns e.g. over children, child protection, parents/carers or the safety of equipment, preserving confidentiality as necessary.

8. To be aware of any special needs a child may have and to familiarise oneself with relevant play and learning plans.

9. To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children’s progress and encouraging parent/carers’ involvement.

10. To attend staff meetings.

11. To attend in-service training courses and meetings as required.

12. To help set up the playroom/s for the daily programme and to help tidy away at the end of the session.

13. To ensure that the pre-school is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented and fire drills are regularly practiced.

14. To keep completely confidential any information regarding the children, their families or other staff which is required as part of the job.

15. To keep up-to-date with current good practice.

16. To contribute to and implement all pre-school policies and procedures.

17. To liaise with the pre-school Manager, Ofsted services and other professionals as necessary and ensure that all legal and statutory requirements are implemented; to provide reports as required.

18. To undertake any other reasonable duties as directed by the pre-school Manager, in accordance with the pre-school business plan/objectives.

19. To undertake the role/duties of pre-school Manager in the absence of the Manager.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Essential criteria

1. Proven relevant experience of running an Early Years setting.

2. CACHE Level 3 Diploma in Pre-school Practice, NVQ Level 3, NNEB or equivalent. Registration with the Independent Safeguarding Authority (from October 2009).

3. A satisfactory enhanced DBS check which confirms suitability to work with children.

4. Sound understanding of the EYFS and ability to fully implement all of its requirements.

5. Sound understanding of child development and of children's needs.

6. Ability to plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunity considerations.

7. Ability to work with parents and to encourage their involvement.

8. Commitment to and understanding of diversity and equality.

9. Ability to manage self and work calmly under pressure.

10. Ability to communicate effectively with a range of people.

11. Demonstrate professionalism in approach to managing all issues.

12. Ability to write clear reports.

13. Health clearance for the role.

Desirable criteria

1. Experience of a parent-managed/parent-involved pre-school.

2. A Level 4 qualification or above in early years education and childcare.